

**GENERAL SERVICES ADMINISTRATION**  
**Federal Supply Service**  
**Authorized Federal Supply Schedule Price List**

**Commercial Information Technology Equipment, Software and Services**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!®, a menu-driven database system. The INTERNET address GSA Advantage!® is: [GSAAdvantage.gov](http://GSAAdvantage.gov).

**Multiple Award Schedule (MAS)**

**SIN: 54151S - Information Technology Professional Services**  
**SIN: OLM - Order Level Materials**

**Informentum Corporation**

**6500 Seven Locks Rd. Suite 232**  
**Cabin John, MD 20818**  
**Phone: 240-715-3378**  
**Email: [info@informentum.com](mailto:info@informentum.com)**  
**URL: [www.informentum.com](http://www.informentum.com)**

**Contract Number: GS-35F- 0590T**

**Contract Period: August 15, 2007 - August 14, 2022**

**Business Size: Small Business, Woman Owned Small Business**

**Pricelist current through Modification # A812, dated 02/13/2020.**

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at [GSA.gov](http://GSA.gov).

## **CUSTOMER INFORMATION**

- 1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).**  
SIN 54151S Information Technology Professional Services  
SIN: OLM - Order Level Materials
- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.**  
See attached Price List.
- 1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.**  
See attached Price List.
- 2. Maximum order**  
The Maximum Order value for the following Special Item Numbers (SINs) is \$500,000:  
SIN: 54151S - Information Technology Professional Services  
SIN: OLM - Order Level Materials
- 3. Minimum order**  
No minimum
- 4. Geographic coverage (delivery area)**  
Domestic delivery only
- 5. Point(s) of production (city, county, and State or foreign country)**  
United States
- 6. Discount from list prices or statement of net price**  
Prices shown are NET Prices; Basic Discounts have been deducted.
- 7. Quantity discounts**  
None.
- 8. Prompt payment terms**  
Net Thirty (30) Days.
- 9a. Government purchase cards are accepted at or below the micro-purchase threshold.**
- 9b. Government purchase cards are accepted above the micro-purchase threshold.**

- 10. Foreign items (list items by country of origin)**  
Not applicable.
- 11a. Time of delivery. (Contractor insert number of days.)**  
30 days or by mutual agreement between ordering activities and contractor
- 11b. Expedited Delivery**  
No applicable. Offer is for services.
- 11c. Overnight and 2-day delivery**  
No applicable. Offer is for services.
- 11d. Urgent Requirements**  
When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract. Ordering Agency can contact Contractor to affect a faster delivery.
- 12. F.O.B. point(s)**  
Destination
- 13a. Ordering address(es)**  
Informantum Corporation  
6500 Seven Locks Rd. Suite 232  
Cabin John, MD, 20818
- 13b. Ordering procedures**  
Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an order or establishing a BPA for supplies or services. These procedures apply to all schedules. The ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).
- 14. Payment address(es)**  
Informantum Corporation  
9629 Eagle Ridge Dr.  
Bethesda, MD, 20817
- 15. Warranty provision**  
Standard Commercial Warranty Policy
- 16. Export packing charges, if applicable**  
Not applicable.

- 17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level)**  
Accepted below, at, and above the micro-purchase threshold
- 18. Terms and conditions of rental, maintenance, and repair (if applicable).**  
Not applicable.
- 19. Terms and conditions of installation (if applicable)**  
Not applicable.
- 20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable)**  
Not applicable.
- 20a. Terms and conditions for any other services (if applicable)**  
Not applicable.
- 21. List of service and distribution points (if applicable)**  
Not applicable.
- 22. List of participating dealers (if applicable)**  
Not applicable.
- 23. Preventive maintenance (if applicable)**  
Not applicable.
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants)**  
Not applicable.
- 24b. Section 508 Compliance**  
If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following [www.informentum.com](http://www.informentum.com)  
The EIT standards can be found at: [www.Section508.gov](http://www.Section508.gov)
- 25. Data Universal Number System (DUNS) number**  
051235625
- 26. Notification regarding registration in System for Award Management (SAM) database**  
Informentum Corporation is active in the System for Award Management (SAM) database. The CAGE code is 499V8

## **TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 54151S)**

### **1. SCOPE**

- a. The prices, terms and conditions stated under Special Item Number **54151S** Information Technology Professional Services apply exclusively to IT Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

### **2. PERFORMANCE INCENTIVES**

- a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract in accordance with this clause.
- b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

### **3. ORDER**

- a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.
- b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

### **4. PERFORMANCE OF SERVICES**

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

### **5. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)**

- (a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the

order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

- (1) Cancel the stop-work order; or
- (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

(b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

- (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
- (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

## **6. INSPECTION OF SERVICES**

The Inspection of Services–Fixed Price (AUG 1996) (Deviation – May 2003) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection–Time-and-Materials and Labor-Hour (JAN 1986) (Deviation – May 2003) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

## **7. RESPONSIBILITIES OF THE CONTRACTOR**

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Deviation – May 2003) Rights in Data – General, may apply.

## **8. RESPONSIBILITIES OF THE ORDERING ACTIVITY**

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT Services.

## **9. INDEPENDENT CONTRACTOR**

All IT Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

## **10. ORGANIZATIONAL CONFLICTS OF INTEREST**

a. Definitions.

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

## **11. INVOICES**

The Contractor, upon completion of the work ordered, shall submit invoices for IT services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

## **12. PAYMENTS**

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003)) applies to labor-hour orders placed under this contract.

## **13. RESUMES**

Resumes shall be provided to the GSA Contracting Officer or the user ordering activity upon request.

## **14. INCIDENTAL SUPPORT COSTS**

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

## **15. APPROVAL OF SUBCONTRACTS**

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

## **DESCRIPTION OF IT SERVICES AND PRICING**

### **Multiple Award Schedule (MAS)**

### **SIN: 54151S Information Technology Professional Services**

#### **Labor Category Descriptions**

#### **PROGRAM DIRECTOR**

##### **Minimum /General Experience**

Possesses at least fifteen (15) years of progressive experience in systems acquisition, management information systems, software development and computer communications support activities such as computer operations, network design and operation, communications, etc. Has at least 10 years program/project management experience. Within broad guidelines, performs with maximum latitude, relying on past experience and knowledge of the industry, the Company, and its overall strategic business plan to achieve its goals.

##### **Functional Responsibilities**

Serves as the Contractor counterpart to the Government program/technical managers and executives. Oversees and provides technical and managerial direction to contract team leads, technical managers and support staff. Responsible for monitoring performance related to work standards, assigning schedules, reviewing work, supervising contractor staff and communicating policies, procedures and goals of the organization to personnel and business partners. Provides to the government financial status and quality assurance reports. Ensures that all work performed is in compliance with all standards. Responsible for the direction of a large, complex program(s) or a particular function(s). Directs the efforts of a substantial number of administrative and professional support staff in carrying out the tasks necessary to meet the customer's requirements. Must have demonstrated capabilities for oral and written communications with all levels of staff and management. Must have in-depth knowledge of the areas for which responsibility is given. Meets with customer and contractor personnel to develop and review program plans, schedules, assignments, costs, etc. Ensures conformance with schedules and costs.

##### **Minimum Education**

Master in Business Administration, PhD in Engineering, Computer Science, Science or appropriate specialized field of study plus at least 10 years directly related experience or MA/MS plus at least 12 years directly related experience or BA/BS plus at least 14 years directly related experience or AA/AS plus at least 16 years directly related experience or HS diploma plus at least 18 years directly related experience.

#### **PROJECT MANAGER**

##### **Minimum/General Experience**

Possesses at least 10 years of progressive Information Resources Management experience that includes 6 years system management experience. Has demonstrated the abilities to direct completion of complex information technology tasks within estimated timeframe and budget constraints, to enforce work standards and review/resolve work discrepancies to ensure compliance with contract requirements. Has demonstrated information technology expertise and communications skills to be able to interface with all levels of management.

##### **Functional Responsibility**

Serves as the Contractor counterpart to the Government program/technical managers. Oversees and provides technical and managerial direction to contract support staff for contract monitoring and system



development activities. Responsible for adhering to work standards, assigning schedules, reviewing work, supervising contractor staff and communicating policies, procedures and goals of the organization to personnel. Provides to the government the contractor staff utilization and contractor status reports. Ensures that all work performed is in compliance with all standards.

**Minimum Education**

Bachelor Degree in Computer Science, Information Systems, or other related business, scientific, or technical discipline

**Principal System Analyst/Engineer**

**Minimum/General Experience**

Possesses at least ten (10) years of experience in information technology. Has demonstrated ability to design, develop, install, and maintain information systems for significant business data processing applications. Has at least six (8) years experience implementing information systems through the use of database management systems, Unix, Linux, Windows, high level programming languages, standard utilities and job control language.

**Functional Responsibility**

Conduct management studies, define information requirements, determine feasibility of proposed solutions and to propose economical, efficient solutions to system problems based on cost effectiveness and other factors. Translate requirements into programmer taskings, design and develop programs and databases, integrate existing software systems, test system, develop and present training material and provide software configuration control and documentation. Function as team lead of other system analysts.

**Minimum Education**

Bachelor Degree in Computer Science, Information Systems, or other related business, scientific, or technical discipline

**Senior System Analyst/Engineer**

**Minimum/General Experience**

Possesses at least eight (8) years of experience in information technology. Has demonstrated ability to design, develop, install, and maintain information systems for significant business data processing applications. Has at least four (6) years experience implementing information systems through the use of database management systems, Unix, Linux, Windows, high level programming languages, standard utilities and job control language.

**Functional Responsibility**

Conduct management studies, define information requirements, determine feasibility of proposed solutions and to propose economical, efficient solutions to system problems based on cost effectiveness and other factors. Translate requirements into programmer taskings, design and develop programs and databases, integrate existing software systems, test system, develop and present training material and provide software configuration control and documentation.

**Minimum Education**

Bachelor Degree in Computer Science, Information Systems, or other related business, scientific, or technical discipline

## **Principal Information Engineer**

### **Minimum/General Experience**

Possesses at least ten (10) years' experience in information systems development, functional and data requirements analysis, systems analysis and design, programming, program design and documentation preparation. Has at least five (5) years experience in managing the implementation of information engineering projects and experience in systems analysis, design and programming using CASE and IE tools and methods. Proven managerial and supervisory skills. Demonstrated exceptional written and oral communications skills, including giving formal presentations to different audiences. Must demonstrate the ability to work independently or under only general direction.

### **Functional Responsibility**

Applies an enterprise-wide set of disciplines for the planning, analysis, design and construction of information systems on an enterprise-wide basis or across a major sector of the enterprise. Develops analytical and computational techniques and methodology for problem solutions. Performs enterprise-wide strategic systems planning, business information planning, business and analysis. Performs process and data modeling in support of the planning and analysis efforts using both manual and automated tools; such as Integrated Computer Aided Software Engineering (I-CASE) tools. Applies reverse engineering and re-engineering disciplines to develop migration strategic and planning documents. Provides technical guidance in software engineering techniques and automated support tools.

### **Minimum Education**

Bachelor Degree in Computer Science, Information Systems, or other related business, scientific, or technical discipline

## **Senior Information Engineer**

### **Minimum/General Experience**

Possesses at least eight (8) years' experience, of which at least five must be specialized in information systems development, functional and data requirements analysis, systems analysis and design, programming, program design and documentation preparation. Has demonstrated experience in the implementation of information engineering projects; systems analysis, design and programming using CASE and IE tools and methods and at least three to five (3 to 5) years of business or functional experience. Must demonstrate the ability to work independently or under only general direction.

### **Functional Responsibility**

Applies business process improvement practices to reengineer methodologies/principles and business process modernization projects. Applies, as appropriate, activity and data modeling, transaction flow analysis, internal control and risk analysis and modern business methods and performance measurement techniques. Assist in establishing standards for information systems procedures. Develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems. Constructs sound, logical business improvement opportunities consistent with the CIM guiding principles, cost savings, and open system architecture objectives. Provides daily supervision and direction to staff.

### **Minimum Education**

Bachelor Degree in Computer Science, Information Systems, or other related business, scientific, or technical discipline

## **Senior Business Process Engineer**

**Minimum/General Experience**

Possesses at least seven (7) years combined experience in line, project, or general management; functional expertise in the business area; business process, or systems and financial analysis. Has at least two (2) years experience in general or executive level management, project management, or technical leadership in information systems strategic planning, enterprise architecture planning, and implementation projects.

**Functional Responsibility**

Provides expertise in specific business processes. Responsible for formulating scope and objectives relative to the organization's business plan and industry requirements. Acts independently or as a member of a project team responsible for providing technical guidance concerning the business implications of the application of various systems. Provides technical consulting on complex projects. Devises and/or modifies procedures to solve the most complex technical problems related to computer equipment capacity and limitations, operating time, and form of desired results. May have quality assurance responsibilities.

**Minimum Education**

Bachelor Degree in Business Administration, Finance, Information Systems, or other related business, scientific, or technical discipline

**Approved MAS Prices**  
**All Prices Include the Industrial Funding Fee (IFF)**  
**SIN: 54151S Information Technology Professional Services**

<b>Item Number</b>	<b>Labor Categories</b>	<b>Hourly Rate</b>
IMC-013	Program Director	\$173.97
IMC-001	Project Manager	\$129.39
IMC-002	Principal System Analyst/Engineer	\$128.85
IMC-003	Senior System Analyst/Engineer	\$107.29
IMC-006	Principal Information Engineer	\$135.98
IMC-007	Senior Information Engineer	\$109.58
IMC-012	Senior Business Process Engineer	\$109.58

**USA COMMITMENT TO PROMOTE  
SMALL BUSINESS PARTICIPATION  
PROCUREMENT PROGRAMS**

**PREAMBLE**

**Informentum Corporation** provides commercial products and services to ordering activities. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

**COMMITMENT**

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact (**Scott Chen, President, 240-715-3378, FAX 240-714-3389, [schen@informentum.com](mailto:schen@informentum.com)**).

## **BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”**

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to a ordering activity requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions of the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customers needs, or –
- Federal Supply Schedule Contractors may individually submit a Schedules “Team Solution” to meet the customer’s requirement.
- Customers make a best value selection.